

**Multi-Agency Craft Conference
MACC 2003
Technical Presentation Requirements**

General Requirements:

This year's Multi-Agency Craft Conference is entitled, "Innovative Operations: Waves of the Future," and will focus on operational readiness, reliability and resources for boats and combatant craft. Presenters should keep this year's theme in mind when drafting their presentations. Providing your presentation authorizes NAVSEA, Carderock, Naval Surface Warfare Center Division, Combatant Craft Department permission to copy and distribute your presentation to MACC attendees and guests.

Where applicable it is the Presenter's responsibility to obtain his/her agency's clearance to present a technical presentation to an audience that likely will include foreign nationals. Please note that all NSWC Carderock-authored technical presentations for use at the MACC must be approved for public release. Technical presentations having NAVSEA sponsors must also go through the NAVSEA process. Please allow enough time for this process. For NSWC Carderock employees call Kathy Pellicci at 301-227-4313 (e-mail PellicciKD@nswccd.navy.mil) or Jim Scott at 301-227-1137 (e-mail ScottJM@nswccd.navy.mil) if you have any questions regarding these requirements.

A fully functioning video projection system will be on site and PowerPoint presentations will be preloaded to limit the possibility of AV errors resulting in conference delays. Please address, as soon as possible, any special requirements to Don Jacobson, MACC Technical Presentations Co-Coordinator, at (757) 686-7369 (e-mail JacobsonDR@nswccd.navy.mil) or Chris Shields, MACC Technical Presentations Co-Coordinator, at (757) 686-7319 (e-mail ShieldsCA@nswccd.navy.mil), so that the MACC staff can work to accommodate your needs. The presentation areas are equipped with the following:

- Computer Projection capable of handling VHS video and audio.
- Overhead Projection through computer projector.
- Wireless lapel microphones.
- Laser pointer.
- CD ROM and cassette tape audio.

It is suggested that your presentations be complete and changes be made at the conference center by exception only.

Specific Requirements:

1. Presenters are required to register and pay applicable fees. Registration is available on-line via the conference website at <http://www.boats.dt.navy.mil/macc/reg.html>.
2. An abstract summarizing the presentation topic and a brief biography of the presenter(s) are due to the Technical Presentation Coordinator as soon as possible so that they may be posted on the conference website. Absolute deadline is May 12th.
3. Presentations must be provided in MS PowerPoint and use the PowerPoint template available at [PresentationTemplate in Power Point format](#).
4. Presentations must contribute to the technical knowledge base of the boat and craft government/industry community and avoid a “sales pitch” of a product or service.
5. Completed presentations must be submitted to the Technical Presentation Coordinators via email by May 17 at JacobsonDR@nswccd.navy.mil or ShieldsCA@nswccd.navy.mil. For presentations that exceed email size limits (8MB) the Presenter may upload to the below listed FTP addresses. Please notify a MACC Coordinator as soon as possible after your transmission to the FTP site with the name of your file. For those who desire to submit via a CD ROM, please mail to:

Mr. Don Jacobson
Naval Sea Systems Command
Naval Surface Warfare Center - Carderock Division
Combatant Craft Department
2600 Tarawa Court, Suite 303
Norfolk, VA 23521-3239

- From all .gov or .mil computer systems use [-ftp://ftp.dt.navy.mil/pub](ftp://ftp.dt.navy.mil/pub)
 - From all commercial computer systems use [-ftp://exftp.dt.navy.mil/pub](ftp://exftp.dt.navy.mil/pub)
6. Scheduling preferences will be accepted and every attempt will be made to accommodate preferences, when available. Please refer to the MACC Conference Agenda at <http://www.boats.dt.navy.mil/macc/Agenda2003.pdf> periodically for updates.
 7. On the day of your presentation, please make every effort to contact the Technical Presentations Coordinator in the theater lobby as early as possible so that we can ensure that everything is in order for your presentation.
 8. The Technical Presentation Coordinator will ensure you are introduced prior to your presentation. You should allow for a 5 minute Question/Answer session at the completion of your presentation. A Mediator will be present during and after your presentation to ensure schedule is maintained. Please remain at the front of the conference room to accept a gift of our appreciation and applause from the audience prior to departing.